



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

POSITION APPLYING FOR: _____ **DATE:** _____

PERSONAL INFORMATION

Legal name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip code _____

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Social Security #: _____

Driver's License #: _____ State: _____
(if position requires operation of a company vehicle)

Referred By: _____

Are you legally eligible for employment in the United States? Yes No

United States Visa status, if applicable: _____

Have you been convicted of a felony? Yes No

If yes, please explain circumstances and date of conviction: _____

Ever applied to this company before? Yes No

If yes, where and when? _____

EMPLOYMENT DESIRED

Position(s) applying for: _____ Salary desired: \$ _____

Are you currently employed? Yes No

If so, may we contact your present employer? Yes No

If hired, when could you start? _____

How did you hear about this job? _____

EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School	_____				

College / University	_____				

Graduate School	_____				

Tech School	_____				

Other	_____				

Special courses, training or experience acquired, including military experience: _____

SKILLS

Clerical / Office skills	_____	
Computer skills	Name of software: _____	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
Languages	_____	
Other special knowledge or skills	_____	

Please describe any other experience, abilities or skills that might be helpful in considering your application: _____

LICENSES/CERTIFICATIONS

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I release the company from all liability for any damage that may result from utilization of such information.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

Interviewed By

Date

REMARKS

Hired	Dept	Position
Reports To	Salary/Wages	